



Billing Code: 6820AR

UNITED STATES INSTITUTE OF PEACE

For Immediate Release

Date: May 15, 2015.

Agency: United States Institute of Peace

Action: Notice of Intent to Release a Request for Proposal (RFP) for Facility Management Services.

Summary: United States Institute of Peace (USIP) is intending to release a Request for Proposal (RFP) on June 30, 2015, for Facility Management Services.

The following information provides background information for the intended RFP as well as high level view of the ``Expected Scope of Services." Also included with this notice is a summary of estimated key dates to enable appropriate planning by the vendor community. The purpose of this notice is to provide early awareness of this impending RFP in our effort to support broad and fair competition for this procurement.

Please note that USIP will not entertain questions regarding this RFP until the REP is released.

Expected Scope of Services: Below are targeted objectives for the facility management services contract for the USIP Campus. The objectives have been organized under the following:

- Facilities Management Services
 - o Facility Management
 - o External Maintenance
 - o Interior Maintenance
 - o Event Support
 - o Oversee/Monitor subcontractor(s) for the building

- Contractor relations
- Negotiated contracts
- Facility Management direct contracts

Estimated Key Action Dates: The dates in the following table are only estimates and are provided to illustrate the current expectations for timing of actions related to this RFP and the resultant contract for services.

Key Actions	Estimated Dates
REP issued	June 30, 2015
Site Visit	July 2015
Proposals due	August 2015
Notification for interviews	September 2015
Interviews--Month	September-October 2015
Contract Award date	December 2015

Intent to Respond: Each Contractor who intends to submit a Proposal in response to the RFP shall submit an "Intent to Respond" via e-mail opsfmrfp@usip.org (Subject Line: Facility Management REP Intent to Respond), on or before 5 p.m., May 29, 2015. The Intent to respond shall include the name of the Contractor, the name of a contact person and that person's e-mail address.

Dated: May 15, 2015.

Michael Graham, Sr. Vice President, Management & CFO.

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